

CASE RECORDS TECHNICIAN

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: June 24, 2008 – October 29, 2008

Collective Bargaining Identification: R04

Job Analysis Conducted By: Emily Gorrindo, Selection Analyst

Number of Incumbents: The Case Records Technician classification was established July 8, 2008 and as of the completion date of this report, classification reallocation was not complete. Therefore, incumbent data was unavailable.

Names of Subject Matter Expert(s) and their background:

Jaime P. Thomas, Correctional Case Records Supervisor, Community Correctional Facility Records Office

Mr. Thomas is a Correctional Case Records Supervisor at the Community Correctional Facility Records Office, a position he has held for two years. He supervises eight Correctional Case Records Analysts and has also worked in the analyst classification. Prior to his analyst work, Mr. Thomas was an Office Services Supervisor I, where he supervised Office Assistants and Office Technicians in Case Records. Mr. Thomas has been with the Department of Corrections and Rehabilitation for 17 years.

Rhonda Baker, Correctional Case Records Supervisor, Mule Creek State Prison

Ms. Baker is a Correctional Case Records Supervisor at Mule Creek State Prison, a position she has held for five years. She supervises Correctional Case Records Analysts and has also worked in the analyst classification. Prior to her analyst work, Ms. Baker was an Office Services Supervisor II where she supervised Office Assistants and Office Technicians in Case Records. Ms. Baker has been with the Department of Corrections and Rehabilitation for 19 years.

Cheryl Trenary, Correctional Case Records Supervisor, Pelican Bay State Prison

Ms. Trenary is a Correctional Case Records Supervisor at Pelican Bay State Prison, a position she has held for three years. She supervises Correctional Case Records Analysts and has also worked in the analyst classification. Prior to her analyst work, Ms. Trenary was Program Technician and Program Technician II in Case Records. Ms. Trenary has been with the Department of Corrections and Rehabilitation for 15 years.

Cipi Saldana, Correctional Case Records Analyst, Division of Juvenile Justice

Ms. Saldana is a Correctional Case Records Analyst at the Division of Juvenile Justice, Ward Master File Unit. She supervises three Office Technicians and one Office Assistant.

Sue Martel, Correctional Case Records Manager, California Rehabilitation Center

Ms. Martel is a Correctional Case Records Manager at California Rehabilitation Center, a position she has held for two years. She previously held the Correctional Case Records Supervisor position for five years and the Correctional Case Records Analyst position for eight years. She began her career in Case Records as an Office Assistant, working most of the desks in the records office. Ms. Martel has been with the Department of Corrections and Rehabilitation for 20 years.

Janine Yazell, Correctional Case Records Manager, California Institution for Women

Ms. Yazell is a Correctional Case Records Manager at the California Institution for Women, a position she has held for ten months. She previously held the Correctional Case Records Supervisor position for three years. She spent ten years working as a Correctional Case Records Analyst at both California Institution for Women and Case Records South. She began her career in Case Records as an Office Assistant for four years at California Institution for Women. She also worked as a Word Processing Technician for two years and a Program Technician for a year and a half both in Case Records. Ms. Yazell has been with the Department of Corrections and Rehabilitation for 21 years.

Janet Ambrose, Correctional Case Records Supervisor, Sierra Conservation Center

Ms. Ambrose is a Correctional Case Records Supervisor at Sierra Conservation Center, a position she has held for three years. She previously held the Correctional Case Records Analyst position for twelve years. She began her career in Case Records working as an Office Assistant for three years, before she promoted to Office Services Supervisor I where she supervised Office Assistants for two years. Ms. Ambrose has been with the Department of Corrections and Rehabilitation for 20 years.

Note: The following classifications, if working in Case Records, have been reallocated into the Case Records Technician classification:

Office Assistant (General)
Office Assistant (Typing)
Word Processing Technician
Program Technician
Program Technician II
Office Technician (General)
Office Technician (Typing)